

ARTICLE I - DEFINITIONS

- A. The term "Company" shall mean the **ALCOA, INC.**, Cleveland Works.
- B. The term "Union" shall mean the duly authorized representatives of the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, UAW and its local Union No. 1050
- C. "Training Agreement" shall mean a written agreement between the Company and the person employed as a Forger Trainee which shall be approved and signed by a Union member and a Company member of the Joint Forger Training Committee.
- D. "Forger Trainee" shall mean a person engaged in learning and on-the- job training in the Hydraulic Press Forger classification who is covered by a written agreement with the Company providing for his/her training in accordance with these Forger Training Standards.
- E. "Committee" shall mean the Joint Forger Training Committee organized under these standards.
- F. "Supervisor of Forger Trainees" shall mean the person employed by the Company or the person assigned the responsibility to administer the duties outlined in these Forger Training Standards.
- G. "Forger Training Standards" shall mean this entire document, including these definitions.
- H. "Hydraulic Press Forger" shall be the name of the new classification which combines "The Large Hydraulic Press Forger" classification and the "Hydraulic Forger A" classification. This referenced combination is for Wage Study purposes only. For all other applications of the contract between the parties (i.e., overtime distribution, application of seniority, work and job assignment, etc.), the incumbents will be grouped or classified as open die forgers and closed die forgers.
- I. When a vacancy occurs in either of the above-referenced classifications, the Company will poll the above-identified incumbents to determine if any

such incumbent desires to move between classifications. Giving consideration to department seniority and ability to qualify, moves between classifications will be awarded.

ARTICLE II

JOINT FORGER TRAINING COMMITTEE

A Joint Forger Training Committee will be established and maintained consisting of four (4) Company representatives and the Forge Plant Chairman plus three (3) Hydraulic Press Forgers selected by the Union.

Functions of the Committee shall be:

- A. To meet monthly, or more frequently as the need may arise, for the purpose of reviewing the progress of Trainees, including related training, grade reports, and work experience, and to consider such other matters as may be appropriate.
- B. To review records of new applications for Forger Training and verify selections of Forger Trainees from among the applicants pursuant to Article V of these Standards.
- C. To meet each new Trainee upon his/her entry into the program.
- D. Offer constructive suggestions for the improvement of training on the job.
- E. To maintain an interest in the status of individual Trainees in the program and to encourage Trainees regarding individual application and overall progress in class work and on-the-job training.
- F. Enlist the cooperation of Forgers in attaining training objectives.
- G. To consider and approve variations in the schedules of training and work experience beyond the specified limits as provided in ARTICLE VI.
- H. To consider modification of training standards as provided in ARTICLE XVII.
- I. To counsel individual Trainees from time to time as it deems necessary on matters concerning his/her progress in Forger training, work performance, conduct or other aspects of his/her employment.

ARTICLE II (cont'd.)

- J. The Committee shall elect a Chairperson and a Secretary to serve for such term as the Committee shall establish. While a Company representative is serving as Chairperson, the Secretary shall be a Union member of the Committee and vice versa.

ARTICLE III **SUPERVISION OF FORGER TRAINEES**

Forger Trainees will be under the general direction of the Supervisor of Forger Trainees throughout the entire training program and under the direct supervision of the supervisor in the department to which the Trainee is assigned, or other supervisor as designated by the Company.

FUNCTIONS OF SUPERVISOR OF FORGER TRAINEES

- A. Selection of Forger Trainees
The Supervisor of Forger Trainees shall be responsible for gathering together all information on Forger Trainee applicants so that wise selection can be made.
- B. Indoctrination of Forger Trainees
It is the responsibility of the Supervisor of Forger Trainees to see that the Trainee is properly oriented in the matters of Forger Training; is properly assigned to his/her direct supervisor; and is introduced to members of the Joint Forger Training Committee.
- C. Coordination
The Supervisor of Forger Trainees shall coordinate the movement of Forger Trainees in their job rotation and be responsible for their overall development.
- D. Recording
The Supervisor of Forger Trainees will maintain the master record of all Forger Trainees and will determine that all grading reports and shop reports have been properly filed.

ARTICLE IV - APPLICATIONS

SENIORITY EMPLOYEES

1. Initial hire or entry into the Forger Trainee classification is on a completely non-discriminatory basis.
2. The Company shall "post" on an "as needed" basis. The provisions of Article XVII, Section 37, shall not apply insofar as an employee's entrance into the Forger Trainee classification from any other department is concerned.
3. Selection of Forger Trainees for entry into the program, as needed, shall be from among those employees who applications are on file as of the date the Company notifies the Joint Forger Training Committee that additional Forger Trainees are to be put into the program, and who meet the entrance requirements.

ARTICLE V - STANDARDS USED FOR FORGER TRAINEE SELECTIONS

A. ELIGIBILITY

In order to be eligible for Forger Training under these standards, the applicant must meet the following minimum requirements:

1. Physically capable of performing the work of the classification.
2. The specific tests and other evaluation procedures.

B. POSTING

1. Classified Open/Closed Die Forgers as defined in Article 1, Section H, will be polled individually prior to the posting for forger trainees to determine if any of those forgers would like to switch from open to closed or vice versa.
2. Posting for Hydraulic Press Forger Trainee will be posted by the Personnel Department for seven (7) days. The incumbents report to the Employment Office and sign a roster, fill out an application, and receive a copy of

ARTICLE V (cont'd.)

the "Hydraulic Press Forger Trainee Selection Information."

At the beginning of the Forger Trainee program, management will decide who will be Open/Closed Die Forgers.

C. SELECTION

1. Consideration of applicants meeting the eligibility requirements shall be given on the basis of qualifications alone and without regard to race, creed, color, national origin, or sex.
2. Selection of applicants shall be made on the basis of relative qualification. Where qualifications are not significantly different, the senior applicant shall be selected.
3. The Personnel Department will screen the applications and disqualify applicants for the following reasons:
 - a. Poor Work Record:
 - Any employee who has been suspended in the last year from the date the posting was made.
 - Any 7-day or greater suspension within the last two (2) years from the date the posting was made.
 - Any 30-day or greater suspension within the last three (3) years from the date the posting was made (next instance would be discharge under Standard Penalties).
 - b. Health (acrophobia, claustrophobia, allergies, etc.).
4. Those applicants who have made it through the screening process will then be given the Phase I test. The tests will be graded by the Personnel Department, and those applicants who pass the test will move on to the Interview Phase.

5. Interviews will be conducted by two company members of the Forger Training Committee and one Union member of the Forger Training Committee. The Union may also have one member of the Forger Training Committee as an observer. Interviewers will not match or compare each other's evaluation sheets. The interview sheets will be given to the Personnel Department who will count the scores of each candidate and determine the point values.
6. Selections will then be made.

D. REPORTING

1. An updated list of applications on file and information on new applications will be furnished to the Joint Forger Training Committee not less frequently than each calendar quarter.
2. Selections for entry into the Forger Trainee classification shall be reported to the Joint Forger Training Committee for their verification within two (2) weeks of the selection.
3. The Company shall supply the Joint Forger Training Committee with the names of all applicants for the Forger Training Program.
4. The Company shall supply the Joint Forger Training Committee with the names of all applicants who pass the written test.

ARTICLE VI
CREDIT FOR PREVIOUS EXPERIENCE

Credit for previous related experience or training may be given up to the total time required on an phase of the training or related training schedules. Related training or work experience credit may be given the Forger Trainee if he/she demonstrates that he/she possesses the educational knowledge or experience for which he/she is requesting credit under the related training schedule.

ARTICLE VI (cont'd.)

Employees who are selected to become forger trainees and have worked six (6) months or more as a forger previous to becoming a forger trainee will receive credit of 1,000 hours (1 job grade) after completing their first 1,000 hours as a forger trainee. Therefore, after completing their first 1,000 hours as a trainee, they will be credited with a total of 2,000 hours and receive the job grade of 20. Under these circumstances, it is possible for a trainee to reach the job grade of 23 (full fledged forger) before actually completing the schooling that is required for completion of the training period. In that case, the trainee will not become a classified forger until all requirements are met. Any problems associated with this requirement will be handled by the Forger Training Committee on an individual basis.

All requests for 'credit" consideration as outlined above must be submitted to the Joint Forger Training Committee within thirty (30) days of the signing of the Forger Training Agreement and will be given if a majority of the Committee approves.

The rate of pay of a Forger Trainee who received added related training or related experience credit under this provision will be consistent with the rate progression schedule.

ARTICLE VII - WORK EXPERIENCE/SAFETY

The Forger Trainee shall receive the instruction and experience necessary to acquire forging skills in accordance with the work experience schedule. A copy of the work experience schedule for the Forger classification will be given to the Forger Trainee when he/she starts his/her training program. Shop conditions may be a determining factor in continuity and sequence of operations contained in this schedule. The schedule of work experience will be adhered to within plus or minus ten percent, exceptions will be a matter for Joint Forger Training Committee consideration and approval. The Supervisor of Forger Trainees will maintain the master record of work experience and will be responsible for making arrangements to complete the items on the Forger Trainee's schedule of work experience.

ARTICLE VIII - RELATED INSTRUCTION AND SCHOOL ATTENDANCE

Forger Trainees shall attend classes within the limits prescribed in the schedule of related training. All classroom hours shall be considered as part of the total hours required to complete the overall training program. Forger Trainees will be graded on all phases of related classroom work. Textbooks will be furnished by the Forger Trainee. Special reference books will be furnished by the employer. The Forger Trainees will be paid at time and one-half for related training class hours.

Incumbents in the Hydraulic Press Forger classification with greater than 5,000 hours in the classification will receive Job Grade 23 and will be urged to participate in the training program. Article IX (Grades and Reports) will not apply to these individuals.

ARTICLE IX - GRADES AND REPORTS

All Forger Trainees shall be graded on their work experience each month by the immediate supervisor and/or shop instructor. All grades shall be permanently recorded by the Supervisor of Forger Trainees. Related instruction grades will also be recorded by the Supervisor of Forger Trainees. A complete grade report shall be issued to each Forger Trainee every three (3) months. Updated grade reports will be made available to the Joint Forger Training Committee at the next meeting of the Committee after the additional grades are issued, or at other times upon reasonable request.

ARTICLE X PERFORMANCE OF FORGER TRAINEES

A. Probationary Period

For the purpose of good selection, the first 1,000 hours of work for each Forger Trainee shall be considered "probationary" in order for the Company to determine whether a Forger Trainee should continue in the Forger Training Program.

B. General

Satisfactory performance on both work and study phases of Forger training is required at all

ARTICLE X (cont'd.)

times. Forger Trainees will be rated monthly by supervision and graded on classroom work. Any unsatisfactory performance on either classroom training or work experience of any Forger Trainee will be reviewed with the Joint Forger Training Committee at each regular meeting, and at other times as required upon reasonable request by a member of the Joint Forger Training Committee.

- C. The Joint Forger Training Committee is responsible for the evaluation of identified poor performers. If the poor performance is due to inability, the Committee, using established guidelines, will develop an action plan to provide the Forger Trainee the opportunity to correct his/her deficiency. If after the completion of the recommended action plan the Trainee is still evaluated as a poor performer due to inability, he/she will be disqualified from the classification and placed in another classification within Alcoa Cleveland Works.

If the Forger Trainee's poor performance is related to issues other than inability, the Cleveland Works standard penalties will apply, and possible disqualification and/or discipline may result.

ARTICLE XI **RESPONSIBILITIES OF FORGER TRAINEE**

Each Forger Trainee shall be expected to apply himself/herself to both his/her shop and classroom work.

Any Forger Trainee may be disciplined for non-conformity with rules and situations as under the standard penalties, or if the forger Trainee fails to maintain satisfactory progress in related classroom training or shop work, or for other proper and just cause.

Continued non-conformity will be brought before the Forger Training committee. Possible disqualification and/or disciplinary action may result.

ARTICLE XII – HOURS OF WORK

The scheduled work day and work week of Forger Trainees are subject to Plant operating conditions and will normally be eight (8) hours per day and forty (40) hours per week.

In keeping with the Forger Training objectives, the hours of work and the shift to which Forger Trainees are assigned shall be at the discretion of the Company.

Nothing in this section is a guarantee of work, or any number of hours of work, or a limitation on scheduling the work, provided, however, that the planned hours of Forger Trainees shall not exceed the number of hours per day and per week for which Forgers are scheduled, unless the work to be done offers an essential work experience not reasonably available to a particular Forger Trainee during regular work hours.

ARTICLE XIII – WAGES

The rate of pay for Forger Trainees shall be as outlined in the applicable rate schedule. Increases shall be given as outlined in the scheduled, provided the Forger Trainee:

1. Has received passing grades in both shop and classroom work.
2. Has worked the required number of hours.

All increases will be effective the first day of the pay period following the Forger Trainee's satisfactory completion of the above requirements.

The rate schedule for Forger Trainees shall start with Job Grade 18 and progress to the rate paid to Forgers.

ARTICLE XIV – DISCIPLINE

A copy of any disciplinary warning or other disciplinary action entered in the personnel record of a Forger Trainee will be provided to a designated Union member of the Joint Forger Training Committee.

ARTICLE XV
LOCK-IN POLICY AND BIDDING RIGHTS

The term "Lock-in" refers to the amount of time each Forger must remain in either an Open Die Forger or Closed Die Forger classification starting from the date the individual is classified as a Forger Trainee. The duration of the "lock-in" is seven (7) years.

Forger Trainees shall forfeit their rights under Article XVII, Section 37, of the Labor Agreement until they have successfully completed the required schooling and 5,000 hours of job training.

Upon completion of the training, a Forger Trainee will be classified as a "Forger." A classified forger will have the ability to bid laterally between the two (2) classifications (Open and Closed Die Forgers) contingent on his/her seniority and ability to qualify. In the event a vacancy is posted, each classified forger will be allowed an unlimited number of lateral bids.

Once a classified Forger has fulfilled the seven (7) year lock-in, he/she may continue to bid between classifications or bid out of the department.

ARTICLE XVI - SENIORITY (CLEVELAND WORKS)

- A. Employees will enter the Forger classification only as Open/Closed Forger Trainees.
- B. In a reduction of forces, classified forgers will be subject to the provisions outlined in Articles XVI and XXIX of the Labor Agreement. For clarification purposes, Alcoa currently has two separate classifications—a Closed Die Forger and an Open Die Forger. In the event of a layoff, each of the above classifications will handle layoffs on the basis of seniority. Forger Trainees will be laid off before a classified Forger within the respective classification. Forger trainees selected from the Press Room line of progression will be reduced to the classification directly below the forger, which in this case would be a Utility Operator, as long as their seniority entitles them to such a job. Any Forger Trainee selected from outside the press

Room line of progression will be reduced to the Press Helper classification.

ARTICLE XVII - RESOLUTION OF DIFFERENCES

Disputes arising from the application of these Forger Training Standards as well as the grievances of individual Forger Trainees pertaining to this subject, may be processed by, a designated Union member of the Joint Forger Training Committee in accordance with the grievance procedure and arbitration provisions of the Labor Agreement.

ARTICLE XVIII - MODIFICATIONS OF STANDARDS

These Forger Training Standards may be amended or new schedules Added at any time upon mutual agreement of the Joint Forger Training Committee with approval of a designated representative of the Company's Pittsburg Office and a designated representative of the International Union, United Automobile, Aerospace, and Agricultural Implement workers of America, Local 1050.

FOR THE COMPANY:

FOR THE UNION:

Date June 20, 1996

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the parties agreed to reconfirm the following understanding concerning the establishment of a Training Program for the Layout Person A classification in the Forge Inspection Department on the following basis:

The Company and the Union hereby agree to establish a training program for the Layout Man A classification in the Forge Inspection Department on the following basis:

1. The existing Layout Man B and Layout Checker classification shall be combined into a new classification of Layout Man Trainee.
2. The Layout Man Trainee classification shall be related to the evaluated job grade of the Layout Man A (Job Grade 21) classification in accordance with the following job grade progression schedule:
 - a. Layout Trainee entry - Job Grade 12 (Grade Diff = -9)
 - b. Layout Trainee after 8 months - Job Grade 15 (Grade Diff = -6)
 - c. Layout Trainee after 16 months or satisfactory completion of all related training courses if completed prior to 16 months - Job Grade 18 (Grade Diff = -3)
 - d. Layout Trainee at completion of 24 months - promotion to Layout Man A and all related training courses.

Promotion to the next higher step in the job grade progression schedule shall be based upon satisfactory performance both of on-the-job training assignments and in related training courses. Failure to maintain satisfactory progress shall result in removal of the employee from the program. The status of such employee would be in accordance with applicable provisions of the Agreement and Working Rules.

3. Vacancies in the Layout Trainee classification shall be filled in accordance with applicable provisions of the Agreement and Working Rules.
4. Related training courses shall be established by the Company and classes for such courses shall be held at such time and place compatible with the availability of training facilities. Pay for such related training hours shall be on the basis of actual time spent in classroom work. Attendance of such related training classes shall not result in pay less than that indicated for the regularly scheduled hours for the day that classes are attended.
5. Employees currently classified as Layout Checker or Layout Man B shall be reclassified as Layout Trainee at the wage rate specified in Paragraph 2C above. Such employees shall be promoted to the Layout Man A classification upon satisfactory completion of all related training courses. If such employees should fail to complete the related training courses, they shall maintain their status as a Layout Trainee.
6. Employees who currently have restoration/recall rights to the Layout Checker or Layout Man B classification shall be treated in accordance with Paragraph 5 above upon their restoration or recall.

This Agreement can at any time be modified by mutual agreement or be terminated thirty (30) days after either party gives written notice of intent to terminate to the other party unless they are elsewhere set forth in a superseding document.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the Company and the Union reconfirmed the training program for the Ultrasonic Immersion Operator classification in the Forge Plant Inspection Department. The Company and Union agree to continue the following:

1. All new employees in the Ultrasonic/Ultrasonic Trainee classification will sign off on bidding rights for a period of no less than three years.
2. Employees will begin to be charged for this three-year period once they enter the classification.
3. The company will institute a job grade change equal to three job grades if wage evaluation results in a lesser adjustment.
4. An Ultrasonic Trainee shall enter the classification at a job grade 14, upon successfully passing the Level I exam and completing 1000 of work hours in the classification, the employee shall receive one additional job grades (Job Grade 15).
5. An Ultrasonic Trainee will receive an additional job grades upon successfully achieving Level II certification (Job Grade 16).
6. Incumbents currently holding Level II certification will receive a Job Grade 16 on the Monday following agreement and will not be subject to the signing off of bidding rights.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the parties agreed to reconfirm the following:

1. The existing classifications of Straightener shall be moved from the Final Clean-up Department Line of Progression into the Inspection Department Line of Progression.
2. The departmental seniority of those employees presently classified as Straightener shall be converted to and continue to accumulate in the Inspection Department.
3. As part of the agreement on the new Inspection Line of Progression when the first vacancy occurs in the Straightener classification, employees presently classified in the Final Clean-Up department shall be given first consideration on a one-time basis only. The department seniority of those employees who are awarded the vacancy shall be converted to and continue to accumulate in the Inspection Department.
4. Should the existing Final Clean-Up employees fail to bid on the initial vacancy, they will forfeit their first consideration provision. Thereafter, any vacancies that should occur in the above named classifications will be filled in accordance with contractual procedures.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President

UAW, Local 1050

2507 Harvard Avenue (Rear)

Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the parties agreed to reconfirm the following:

1. The duties of the Production Machine Setup Person will be combined into the existing classification of Production Machinist. The name of the newly configured classification will remain as Production Machinist.
2. The Production Machinist classification will receive a job grade 14 effective 10/6/98.
3. New employees to the Production Machinist classification will enter a newly created Production Machinist Trainee classification, job grade 12, where they will serve a six-month training period prior to obtaining the Production Machinist classification and applicable job grade.
4. In addition to the changes that result from the above cited job combination, the classifications of Production Machine Tender, Relief Person (production machine), and Laborer (production machine) will be removed from the line of progression, job ranking list, and future editions of the Collective Bargaining Agreement.
5. The attached line of progression, dated 1998 February 23, will be used to determine all future rights in the Production Machine Department.
6. Reductions, restorations involving employees in this combined classification will be handled in accordance with Articles XXIX and XXX of the Local, Supplement to the Master Agreement.

Very truly yours,

Kathryn Shen

Manager, Human Resources/Industrial Relations

Confirmed: _____

Dennis Balis

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the parties agreed to reconfirm the following:

1. The existing classifications of Small Trim Press Setup Person and Small Trim Press Operator shall be moved from the Trim Room Department Line of Progression into the Press Room Department Line of Progression.
2. The departmental seniority of those employees presently classified as Small Trim Press Setup Person and Small Trim Press Operator shall be converted to and continue to accumulate in the Press Room Department.
3. As part of the agreement on the new Press Room Line of Progression, when the first vacancy occurs in either the Small trim Press Setup Person or Small Trim Press Operator, employees presently classified in the Trim Room Department shall be given first consideration on a one-time basis only. The department seniority of those employees who are awarded the vacancy shall be converted to and continue to accumulate in the Press Room Department.
4. Should the existing Trim Room employees fail to bid on the initial vacancy, they will forfeit their first consideration provision. Thereafter, any vacancies that should occur in the above named classifications will be filled in accordance with contractual procedures.
5. Effective 1997 June 05, the following classifications have been deleted from the Trim Room Line of Progression and will be reflected in the 1996 Master Agreement.

175 Large Trim Press Setup Person
466 Slab Saw Operator
467 Slab Saw Helper.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the parties agreed to reconfirm the following:

Effective 1990 April 30 the Small Hammer Operator-Class A, the Small Hammer Operator-Class B, and the Large Hammer Operator classifications will be deleted and a new classification, Hammer Operator, will be created. The Company and the Union agree that the incumbents of the deleted classifications will be reclassified as Hammer Operators. The Hammer Operator classification will be a job grade 19.

The Large Trim Press Operator classification will be moved into the direct line of progression. Any new incumbents in the Large Trim Press Set-up Operator classification will be treated under the current line of progression.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the parties agreed to reconfirm the parties understandings concerning the job of High Temperature Metal Inspector.

Our intent with the creation of this job was to "replace" the Final Inspectors who had been assigned in the titanium area with individuals classified to work in this area. Therefore, the High Temperature Metal Inspector will essentially perform the former "Final Inspector's" job but within a separate and new classification. This classification is needed in order to provide continuity in the scheduling of inspection work in this area.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis

SKILLED TRADES
AND
WORKS ENGINEERING

Alcoa Inc. and the UAW recognize their respective responsibilities under federal and state laws relating to fair employment practices.

The Company and the Union recognize the moral principles involved in the area of civil rights and have reconfirmed in their Collective Bargaining Agreement their commitment not to discriminate because of race, religion, color, age, sex, national origin, or against any employee with disabilities.

NOTE:

The material in this booklet contains portions of the Collective Bargaining Agreement dated September 30, 2001, as they relate to the Skilled Trades and the Works Engineering departments and classifications, including Apprenticeships.

The contractual language in this document has been compiled from excerpts of the Master Agreement and Letters of Understanding between Alcoa Inc. and the UAW.

The purpose of this booklet is to place under one cover information affecting Skilled Trades and Works Engineering employees. Information that is common to all hourly employees, such as Retirement, SUB, Group Life and Disability Insurance, Hospital-Surgical-Medical-Prescription Drug-Dental-Vision and the Collective Bargaining Agreement, etc., is not reproduced in its entirety in this document. This general information applicable to all hourly employees has, however, been reproduced in other booklet forms.

Classifications covered by this agreement are as follows:

Skilled Apprenticeable Trades

Electricians

Millwrights

Toolmakers

Facility Maintenance Specialist

Power House / Refrigeration Engineer

Non-Apprenticeable Classifications

Environmental Servicer
Environmental Servicer Trainee
Heavy Equipment Operator
Stores and Receiving Clerk
Industrial Truck Driver - Building & Yards
Facilities Generalist
Tool Room Clerk - Maintenance
Janitor

WORKS ENGINEERING CONTRACTING OUT PRINCIPLES AND PROCEDURES IMPLEMENTATION AGREEMENT

PREAMBLE

The Company and the Union recognize the seriousness of contracting out. In determining whether work should be performed by the bargaining unit or by an outside contractor, the parties agree that it is in the Company's best interests to fully utilize the bargaining unit to the greatest extent possible when they are capable of performing the available work, within the prescribed time table required to complete the job, cost competitively. Accordingly, the Company and Union hereby agree to implement the below listed guiding principles and procedures in order to establish a joint, location specific, business based, contracting out process.

GUIDING PRINCIPLES

1. It is the Company's continuing intention to fully utilize its maintenance work force; as such, the Company does not intend to contract out the following:
 - a. Day-to-day maintenance, repair, and/or construction work which has normally been performed by the bargaining unit, except under emergency circumstances, where mutually agreed to by the parties, and/or as addressed in provision #2 of this Agreement.

2. The Company may contract out the following work, if the efficient operation of the plant requires it:
 - a. Work that requires resources beyond current staffing levels. The Company is not obligated to hire new employees and/or increase the staffing levels of its current maintenance force in order to meet peak resource requirements. Examples of peak resource requirements include, but are not limited to, outage work, major installation, major replacement, and major reconstruction of equipment and production facilities.
 - b. Work where the maintenance workforce lacks the necessary expertise, experience and/or equipment. If the Company routinely contracts out work based on lack of expertise, experience and/or equipment, the Company, prior to its final decision whether to contract out the work, will discuss and review with the Union whether it is more cost effective for the Company to train its own employees to become the experts, to provide its employees with opportunities to gain the necessary experience, and/or to lease/purchase for its employees the necessary equipment, so that they may perform the work.
 - c. Work that requires particular skills and/or abilities not core to the business. "Core to the business" is defined as work most directly related to the manufacturing process.
 - d. Warranty work.
 - e. Work where regulatory requirements dictate that the work be performed by an outside contractor.
 - f. Work where safety/environmental/health requirements dictate that the work be performed by an outside contractor.

JOINT CONTRACTING OUT COMMITTEE

3. The responsibilities for implementing and administering this contracting out process will be vested in the Joint Committee on Contracting Out (J.C.O.C.). This

Committee will be established for the life of this Agreement, and shall consist of equal representation from Management and the Union. Membership of the Joint Committee on Contracting Out will be no more than ten (10).

NOTIFICATION

4. The Company members of the J.C.O.C. (hereinafter referred to as the Company) will issue the Union members of the J.C.O.C. (hereinafter referred to as the Union) a contracting out notice in advance of its final decision to contract out work and/or projects, except where emergency circumstances prevent such timely notice. Such notice will be in writing and will advise the Union of the location, type, scope, duration and timetable of the work to be performed, so that the Union can adequately make a decision on the involved contracting out matter(s). In the event that emergency requirements prevent such timely notice, the Company will contact the Union as soon as practicable and orally inform them generally of the involved situation.
5. Notice will generally contain the information set below:
 - a. Location of work.
 - b. Type of work:
 - * Maintenance
 - * Repair
 - * Construction
 - * Installation
 - * Replacement
 - * Reconstruction
 - * Warranty Work
 - * Regulatory Work
 - * Safety/Health/Environmental requirements
 - c. Description of work:
 - * Crafts involved
 - * Special skills/expertise
 - * Special equipment
 - d. Estimated duration of work and completion date.

6. Should the Union believe discussion to be necessary concerning a contracting out matter, they may request, in writing, within five (5) days (excluding Saturdays, Sundays, and holidays) after receipt of such contracting out notice, a meeting with the Company, and such meeting will be held within three (3) days (excluding Saturdays, Sundays, and holidays) of such request, unless the Company and Union mutually agree to hold the meeting at a later time. If the Union does not request a meeting with the Company within five (5) days of the contracting out notice, the Company may utilize a contractor to perform such work without the Union filing a grievance over such work, provided such work is covered/explained in the contracting out notice.
7. Within five (5) days [excluding Saturdays, Sundays, and holidays] after the Company and Union's meeting to discuss work covered in the contracting out notice, the Union may file a grievance concerning such work. The grievance will be entered directly into the 2nd Step of the grievance procedure. Both parties agree that the Joint Contracting Out Process Guiding Principles, as described in the Basic Labor Agreement, as well as this Agreement, will serve as the rules and/or guidelines concerning all Works Engineering contracting out matters. If the Union does not file a grievance within five (5) days after the contracting out meeting, the Company may utilize a contractor to perform such work without the Union filing a grievance over such work, provided such work is covered/explained in the contracting out notice.
8. In the case of a contractor being on site for an extended period of time, the contractor will be expected to work within the initial scope of the written contracting out request. If the Company intends to expand the scope of work to be performed by the contractor, the Company will notify the Union in writing of such changes and discuss with the Union, if requested, the need for such changes. If the Union disagrees to the expansion of the contractor's duties, the Union may file a grievance, which will be entered directly into the 2nd Step of the grievance procedure.

MONTHLY MEETING

9. The Company and Union will meet monthly, unless otherwise requested by either party, to discuss Works Engineering contracting out matters. At such meetings, the Company will review with the Union its plans concerning work it intends to contract out and the reasons why. The Company will give full consideration to comments and/or suggestions by the Union and to alternate plans proposed by the Union for the work to be performed by the bargaining unit.

ANNUAL MEETING

10. The Company will meet annually with the Union to review capital/project work and/or extended contracting out type work for the upcoming year. Periodic status meetings may be held at either party's request.

UNION v. NON-UNION CONTRACTOR

11. If it is necessary for the Company to utilize a contractor, the Company will make every reasonable attempt to hire union contractors, so long as the union contractors provide the same service(s), can meet the time constraints required to complete the work, and are as reasonably cost competitive as the non-union contractors. It is also understood and agreed that any contractor, union or non-union, who is performing work on the premises, must adhere to Alcoa's safety requirements. If a contractor, union or non-union, fails to follow Alcoa safety requirements, the Company will investigate the event/matter and will take appropriate action.

LAYOFF

12. No bargaining unit maintenance employees in a particular classification (e.g., Electricians, Millwrights, Facilities Maintenance Specialists) will be placed on layoff status if day-to-day maintenance, repair, and/or construction work which is normally performed by their classification is being contracted out. Maintenance employees on layoff at the time day-to-day maintenance, repair, and/or construction work in

their classification is being contracted out will immediately be recalled to active status. NOTE: It is understood and agreed that the Company and the Union will meet and discuss, prior to the Company's final determination, whether to recall bargaining unit maintenance employees who are on layoff to replace contractors performing extended contracting out type work.

OVERTIME

13. In order to fully utilize bargaining unit maintenance employees to perform day-to-day maintenance, repair, and/or construction work which has normally been performed by the bargaining unit (excluding extended contracting out type work), the following overtime opportunities will be provided:
 - a. Prior to utilizing a contractor during the week or on the weekend to perform day-to-day maintenance, repair, and/or construction work which is normally performed by bargaining unit maintenance employees, the Company will ask its maintenance employees in the appropriate classification to work reasonable overtime to perform such work. For example, if there is a need for day-to-day electrical work to be performed, the Company will offer its electricians the opportunity to work reasonable overtime to perform the work rather than utilize an outside contractor. If the Company does not get enough bargaining unit maintenance volunteers from the appropriate classification to meet its needs, the Company may utilize a contractor to perform such work, and it is understood and agreed that the Union will not file a grievance over such work. Although the Company may need to utilize a contractor to perform such work because it did not get enough bargaining unit maintenance volunteers from the appropriate classification, it is understood and agreed that those bargaining unit maintenance employees who did sign-up for the opportunity to work reasonable overtime will be assigned to perform work within their classification.

- b. If a contractor is performing work other than day-to-day maintenance, repair, and/or construction work in the plant either during the week or on the weekend, it is understood and agreed that the Company is not obligated to offer its maintenance employees overtime opportunities.

ARTICLE V, SECTION 15

14. Disputes over contracting out issues will not be subject to arbitration but will be subject to provisions set forth in Article V, section 15 of the Basic Labor Agreement.

This Agreement shall be in effect for one (1) year after the date below and thereafter until terminated by thirty (30) days notice in writing given by either party to the other.

Agreed to this 3rd day of March, 2000.

FOR THE COMPANY:

FOR THE UNION:

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

April 3, 2000

Mr. Dave Guiton

Plant Chairperson, Works Engineering

RE: Notification and Meeting Date Requirements in the Contracting Out Principles and Procedures Implementation Agreement

Dear Mr. Guiton:

This letter will confirm the understandings that we reached on March 22, 2000, concerning notification and meeting date requirements in the Contracting Out Principles and Procedures Implementation Agreement dated March 3, 2000. As we discussed, if the Union receives a contracting out notice from the Company between the hours of 6:00 a.m. and 3:00 p.m., the notice will be considered as being received that day and the five (5) day time limit requirement to request a meeting will begin that day. If the Union receives a contracting out notice after 3:00 p.m., the notice will be considered as being received the following day, thus the five (5) day time limit would not start until the next day. For example, if the Union receives a contracting out notice from the Company on Monday at 9:00 a.m., the Union has five (5) days in which to request a meeting to discuss the notice. In this example, the fifth day would be Friday. Consequently, if the Union fails to request a meeting by Friday, 3:00 p.m., the Company may contract out the work without a grievance being filed. If the Union requests a meeting, the Company must meet with the Union within three (3) days, unless the parties agree to hold the meeting at a later time. Please note that this three (3) day requirement does not include the day the request was made.

We also discussed and agreed that the day on which the Joint Contracting Out Committee meets and holds a contracting out meeting will constitute one (1) of the five (5) days in which the Union may file a grievance. For example, if the Company and Union meet on Monday to discuss contracting out matters, the Union has until Friday to file a grievance regarding the contracting out issue discussed at the meeting. If the Union fails to request a meeting by Friday, 3:00 p.m., the Company may contract out the work without a grievance being filed.

Lastly, we both agreed that the Joint Contracting Out Committee will establish the date and times in which the monthly meetings and annual meeting will be held.

This letter of understanding is an addendum to the Contracting Out Principles and Procedures Implementation Agreement dated March 3, 2000. It will remain in effect throughout the life of the Implementation Agreement.

Sincerely,

Gary Schick

Supervisor, Industrial Relations

Confirmed: _____

Dave Guiton

Chairperson, Works Engineering

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Ms. Elizabeth Bunn
Vice President & Director
International Union, UAW
Alcoa Department
8000 E. Jefferson Avenue
Detroit, MI 48214

Dear Ms. Bunn:

During the course of our 2001 contract negotiations, the parties discussed the need for employees in the Works Engineering Department to provide advance notice of their intent to work Saturday and/or Sunday so that the Company may have enough time to properly schedule its employees to perform planned and/or support maintenance activities. It is agreed that employees in the Works Engineering Department will notify the Company of their intent to work weekend overtime by the end of their respective shift on Tuesday of that workweek.

Very truly yours,

Kathryn F. Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Richard Isaacson

SKILLED TRADES APPRENTICESHIP SELECTION

During the 2001 negotiations, the parties discussed the procedure used to select candidates for the Apprentice Program. This letter confirms a modification to the apprentice selection procedure, which the Company plans to implement during the term of the present Agreement. Specifically, the modification affects the process by which Apprentice Program applicants, who take the Apprentice Training Selection System (ATSS) test battery, are selected for placement in Alcoa Cleveland Facility Apprenticeship Eligibility List.

The modification to the selection procedure is as follows:

- Applicants who achieve test results at or above the qualifying level will be considered "assessment-qualified". Applicants whose test results are below the qualifying level will not be considered "assessment-qualified".
- Assessment-qualified applicants will be ranked according to their Alcoa service date; longest service to shortest service. Where ties in Alcoa service date occur (i.e., two or more applicants with the same Alcoa service date), such ties will be broken by ranking the tied applicants by the last four digits of their Social Security Number. The employee with the lowest last four (4) digits of their Social Security Number will be given preference (i.e. 0000 is lowest; 9999 is highest).
- Candidates will be selected for addition to the facility's Apprenticeship Eligibility List based on their above-determined ranking. Should the assessment-qualified candidate not be selected, he/she shall remain in the eligibility list and shall have priority for purposes of filling future apprenticeship openings. The number of candidates to be added to the facility's Apprenticeship Eligibility List will be based on that facility's forecasted apprenticeship requirements as determined by management. The Joint Apprenticeship Committee shall meet annually to discuss apprenticeship needs.

Applicants who, based on their test results, are not assessment-qualified will be provided feedback on their assessment results. The purpose of this feedback is to provide the applicants insight into skill areas in which improvement may be needed if they wish to pursue future apprenticeship opportunities. The feedback shall be given by two members of JAC, one of whom shall be from the Company and the other member shall be from the Union. The Union will continue to provide a pre-apprentice training opportunity to all interested applicants prior to a testing session.

Applicants who are not selected for placement on the facility's Apprenticeship Eligibility List (who are not assessment-qualified) will be required to re-take the test battery if they wish to pursue future apprenticeship opportunities. Applicants who fail the test battery twice shall be required to take appropriate verified remedial courses in order to be eligible to retake the test a third time. An applicant who has failed the test battery three (3) times shall be ineligible to retake the test for a period of three (3) years from the date of the last test.

Applicants who are assessment qualified will be given the opportunity to enter into the Apprenticeship Program before new tests are given.

It is anticipated that the modification to the apprentice selection procedure will be piloted for application to the next apprenticeship class. The Company and the Union will monitor the results of this pilot. Depending on the outcome of the pilot, the Company may adopt this modification, with possible adjustments, as a standard practice within the apprentice selection procedure. The Company and Union commit to having a diverse workforce among the apprenticeable skilled trades positions. Should this modification to the apprentice selection procedure fail to accomplish this commitment, after the selection of at least two (2) apprenticeship classes, the Union and the Company agree to revise the apprenticeship selection procedure to meet the objective of the mutual commitment.

Seniority employees whose starting rate or credit level under the apprenticeship program would place them at

less than their present rate will remain at their present rate or the Journeyman's Trade rate, whichever is higher, until normal advancement within the apprenticeship program placed them at a higher rate. (See Appendix II)

The Company bears the responsibility to notify any employee on layoff status, sick leave, etc. of the apprenticeship selection posting to allow them the opportunity to participate.

The Union and the Company agrees that the current screening process for application relating to disciplinary disqualification shall remain in place. This process consists of the following guidelines under which applicants will be eliminated from consideration:

- Any employee who has been suspended in the last year from the date the posting was made.
- Any 7-day or greater suspension within the last two (2) years from the date the posting was made.
- Any thirty (30) day or greater suspension within the last three (3) years from the date the posting was made.

The Union and the Company also agrees that the interview screening portion of the screening process will no longer take place.

The Company agrees that in filling openings for the apprenticeable skilled trade position with new hires, the Company will insure that the new hire has four (4) years of experience in the applicable skill or trade.

The contents of the apprentice selection test battery shall be directed at the applicant's aptitude to successfully perform the duties and responsibilities of a skilled trade apprenticeable position. The Company agrees to discuss the content of the test battery with the appropriate person at the UAW Skilled Trades Division. If the test battery does not result in a diverse workforce among the assessment-qualified applicants, Company and the Union agree to revise the selection procedure to meet the objective of the parties mutual commitment.

APPRENTICESHIP STANDARDS

With

SCHEDULES OF WORK PROCESSES

And

RELATED INSTRUCTION

Aluminum Company of America
Company Name

UAW Local No. 1050
Local Union No.

1600 Harvard Avenue
Address

2507 Harvard Avenue-(Rear)
Address

Cleveland
City

Cleveland
City

Ohio 44105
State Zip

Ohio 44105
State Zip

REGISTERED WITH

THE BUREAU OF APPRENTICESHIP AND TRAINING

U.S. DEPARTMENT OF LABOR

Related Training Provided by:

(Cuyahoga Community College)

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APPRENTICESHIP STANDARDS

The following Standards of Apprenticeship covering the employment and training of apprentices have been agreed to by the **Alcoa, Inc.**, Cleveland Works, and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Local 1050.

It is further agreed that other skilled classifications at the Cleveland Works may be added in the future to the apprentice program by action of the Joint Apprenticeship Committee subject to approval by the International Skilled Trades Department of the UAW and a Representative of the Company's Pittsburgh Office.

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, age, disability or creed. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the code of Federal Regulations, (CFR), part 30.

PURPOSE

The purpose of these Standards of Apprenticeship is to make certain that extreme care is exercised in the selection of applicants and that methods of training are uniform and sound, with the result that they will be equipped for profitable employment and to further the assurance to the Company of proficient craftspersons at the conclusion of the training period.

THESE STANDARDS OF APPRENTICESHIP ARE TO BE UNDER THE ADMINISTRATION OF A JOINT APPRENTICESHIP COMMITTEE.

THE JOINT APPRENTICESHIP COMMITTEE:

**Representing the
International Union,
United Automobile
Aerospace and
Agricultural Implement
Workers of America,
UAW, and its Local
Union No. 1050**

**Representing the
Company**

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

ARTICLE I – DEFINITIONS

- a. The term "Company" shall mean the **Alcoa, Inc., Cleveland Works**.
- b. The term "Union" shall mean the duly authorized representatives of the International Union, United Automobile, Aerospace and Agricultural Implement Works of America, UAW and its Local Union No. 1050.
- c. "Registration Agency" shall mean Ohio State Apprenticeship Council.
- d. "Apprenticeship Agreement" shall mean a written agreement between the Company and the person employed as an apprentice, and his/her parent or guardian (if he/she is a minor), which agreement shall be approved and signed by a Union member and a Company member of the Joint Apprenticeship Committee. The UAW Skilled Trades Department shall be furnished a copy of the Agreement signed by the apprentice.
- e. "Apprentice" shall mean a person engaged in learning and assisting in the craft classification to which he/she has been assigned and who is covered by a written agreement with the Company providing for his/her training in accordance with these Standards of Apprenticeship.
- f. "Committee" shall mean the Joint Apprenticeship Committee organized under these Standards.
- g. "Supervisor of Apprentices" shall mean the person employed by the Company or the person assigned the responsibility to perform the duties outlined in these Standards of Apprenticeship.
- h. "Standards of Apprenticeship" shall mean this entire document, including these definitions.

ARTICLE II – JOINT APPRENTICESHIP COMMITTEE

A Joint Apprenticeship Committee will be established and maintained consisting of four Company Representatives and four Journeypersons.

Functions of the Committee shall be:

1. Meet quarterly, or more frequently as the need may arise, for the purpose of reviewing the progress of

apprentices including related training, grade reports and work experience, and to consider such other matters as may be appropriate.

2. To review records of new applications for apprenticeship received and verify selections of apprentices from among the applicants pursuant to Article V and Appendix I of these Standards.
3. To meet each new apprentice upon his entry into the program.
4. Offer constructive suggestions for the improvement of training on the job.
5. To maintain an interest in the status of individual apprentices in the program and to encourage apprentices regarding individual application and overall progress in class work and on-the-job training.
6. Enlist the cooperation of journeypersons in attaining apprenticeship objectives.
7. To consider and approve variations in the schedules of work experience beyond the specified limits as provided in Article VII.
8. To approve recommendations for credit for previous work experience or related training as provided in Article VI.
9. To join in issuance of completion certificates.
10. To consider modification of apprenticeship standards as provided in Article XIX.
11. To counsel with individual apprentices from time to time as it deems necessary on matters concerning his/her progress in apprenticeship training, work performance, conduct, or other aspects of his/her employment.
12. The Committee shall elect a Chairperson and a Secretary to serve for such term as the Committee shall establish. While a Company representative is serving as Chairperson, the Secretary shall be a Journeyperson member of the Committee and vice versa.

ARTICLE III - SUPERVISION OF APPRENTICES

Apprentices will be under the general direction of the employees Supervisor of Apprentices throughout the

ARTICLE III (Cont'd.)

entire training program and under the direct supervision of the supervisor in the department to which the apprentice is assigned, or other supervisor as designated by the Company.

Functions of Supervisor of Apprentices:

a. **Selection of Apprentices**

The Supervisor of Apprentices shall be responsible for gathering together all information on apprentice applicants so that wise selection can be made.

b. **Indoctrination of Apprentices**

It is the responsibility of the Supervisor of Apprentices to see that the apprentice is properly oriented in the matters of apprentice Training and is properly assigned to his/her direct supervisor and is introduced to members of the Joint Apprenticeship Committee.

c. **Coordination**

The Supervisor of Apprentices shall coordinate the movement of apprentices in their job rotation and be responsible for their overall development.

d. **Recording**

The Supervisor of Apprentices shall maintain the master record of all apprentices and will determine that all grading reports and shop reports have been properly filed.

ARTICLE IV - APPLICATIONS

1. **Seniority Employees**

- a. Initial hire or entry into an apprenticeship is on a completely non-discriminatory basis.
- b. The Company shall "post" on an "as needed" basis.
- c. The Company shall supply the Joint Apprenticeship Committee with the name of all applicants who signed up for the apprentice program.
- d. The Company shall supply the Joint Apprenticeship Committee with names of all applicants who passed the written test.

- e. Selection of apprentices for entry into the program, as needed, shall be from among those employees **who are assessment-qualified**.

2. Outside Applicants

- a. When apprenticeship openings exceed the number of qualified seniority employees, consideration shall be granted to outside applicants.
 - b. Selection from among outside applicants shall be based on qualifications alone which shall include education, working experience or training, testing and interview.
3. The applicant with the highest qualification rating will be selected first, providing he/she meets the requirements, and others will be thereafter selected in descending order of ranking, subject also to meeting requirements. All pertinent information relating to selection shall be attached to the application and retained for a five (5) year period.
 4. The Cleveland, Ohio, Bureau of Apprenticeship and Training (BAT) shall be notified in writing of such apprenticeship openings. This notice will indicate qualifications for the trade such as education, testing and interview, and also the time and place where applications are to be made.

ARTICLE V - STANDARDS USED FOR APPRENTICE SELECTIONS

A. Eligibility

In order to be made eligible for apprenticeship under these standards, the applicant must meet the following minimum requirements:

1. A high school education or the equivalent. Satisfactory passing of the GED tests will be considered as equivalent. The applicant must furnish a satisfactory transcript of grades.
2. Physically capable of performing the work of the trade.
3. The specific tests and other evaluation procedures are attached as Appendix I.

ARTICLE V (Cont'd.)

B. Selection

1. Consideration of applicants meeting the above eligibility requirements shall be given on the basis of qualifications along and without regard to race, creed, color, national origin, sex, religion, or disability.
2. **Applicants who achieve test results at or above the qualifying level will be considered "assessment-qualified". Applicants whose test results are below the qualifying level will not be considered "assessment-qualified". Assessment-qualified applicants will be ranked according to their Alcoa service date; longest service to shortest service. Selection of applicants shall be made on the basis of relative qualification. The specific selection procedures are as attached as Appendix I.**

Reporting

1. An updated list of applicants on file and information on new applications will be furnished to the Joint Apprenticeship Committee not less frequently than each calendar year.
2. Selections for entry into apprenticeship shall be reported to the Joint Apprenticeship Committee for their verification within two (2) weeks of the selection.

ARTICLE VI - CREDIT FOR PREVIOUS EXPERIENCE

Credit for previous related experience in military service, an apprenticeship or trainee program, or a skilled trades classification, may be given up to the total time required on any phase of the apprenticeship training or related training schedules.

Related training or work experience credit may be given the apprentice if he/she demonstrates that he/she possesses the educational knowledge or experience for which he/she is requesting credit under the related training schedule.

All requests for "credit" consideration as outlined above must be submitted to the Plant Joint Apprenticeship Committee within thirty (30) days of indenture and will be given if a majority of the Committee approves. Credit will be granted if approved within a reasonable time frame after the apprentice has accumulated one thousand (1000) hours worked.

The rate of pay of an apprentice who receives added related training or related experience credit under this provision will be consistent with the rate progression schedule.

ARTICLE VII - WORK EXPERIENCE

The apprentice shall receive the instruction and experience necessary to acquire the skills of his/her trade in accordance with the work experience schedule for his/her classification. The work experience schedules for the craft classifications covered by these standards are attached as Appendix II. A copy of the work experience schedule for his/her classification will be given to the apprentice when he/she starts his/her training program. Shop conditions may be a determining factor in continuity and sequence of operations contained in this schedule. The schedule of work experience will be adhered to within plus or minus ten percent, exceptions will be a matter for Joint Apprenticeship Committee consideration and approval. The Supervisor of Apprentices will maintain the master record of work experience and will be responsible for making arrangements to complete items on the apprentice's schedule of work experience.

A safety/health orientation will be conducted during the first week of apprenticeship training. A schedule of safety training components is attached as Appendix V.

ARTICLE VIII - RELATED INSTRUCTION AND SCHOOL ATTENDANCE

Apprentices shall attend classes within the limits prescribed in the schedule of related training. All classroom hours shall be considered as part of the total hours required to complete the overall training program.

ARTICLE VIII (Cont'd.)

Apprentices will be graded on all phases of related classroom work. All textbooks will be furnished by the apprentice. Special reference books will be furnished by the employer. The schedule of related training shall be outlined in Appendix III attached hereto. Apprentices will be paid at their straight time rates for related training class hours actually spent in the classroom. Such hours shall not be considered hours worked for overtime or premium time computations.

The location and quality of the classroom instruction shall meet with the approval of the Joint Apprenticeship Committee.

ARTICLE IX - GRADES AND REPORTS

All apprentices shall be graded on their work experience each six (6) weeks by the immediate supervisor and/or the shop instructor. All grades shall be permanently recorded by the Supervisor of Apprentices. Related instruction grades will also be recorded by the Supervisor of Apprentices. A complete grade report shall be issued to each apprentice each twelve (12) weeks. Updated grade reports will be made available to the Joint Apprenticeship Committee at the next meeting of the Committee after the additional grades are issued or at other times upon reasonable request.

ARTICLE X - PERFORMANCE OF APPRENTICES

A. Probationary Period

1. For purposes of good selection, the first 500 hours of work for each apprentice shall be considered "probationary" in order for the Company to determine whether an apprentice should continue in the apprenticeship program.
2. The Union shall have no right to contest any termination made within the first 500 hours of apprenticeship work. At least five (5) days prior to the removal of an apprentice from the program within his probationary period, notice of such action will be given to the Joint Apprenticeship Committee.

3. During this probationary period, these transferee apprentices may elect to return to their previous classification and their apprenticeship agreements will be canceled by the committee.

B. General

Satisfactory performance on both work and study phases of apprentice training is required at all times. Apprentices will be rated each six (6) and twelve (12) weeks respectively by supervision and graded on classroom work. Other than satisfactory performance on either classroom training or work experience of any apprentice will be reviewed with the Joint Apprenticeship Committee at each regular meeting, and at other times as required upon reasonable request by a member of the Joint Apprenticeship Committee.

ARTICLE XI - RESPONSIBILITIES OF APPRENTICE

Each apprentice shall be expected to apply himself/herself to both his/her Shop and classroom work.

Each apprentice is expected to acquire the required hand tools for the trade during his/her training program. A complete list of tools required for each trade will be furnished the apprentice with specified dates for acquisition of these tools.

Concurrently with the successful completion of his/her related training and work experience requirements, the Company will pay the apprentice the sum of \$800 as tool allowance.

ARTICLE XII - HOURS OF WORK

The scheduled work day and work week of apprentices are subject to Plant operating conditions and will normally be eight (8) hours per day and forty (40) hours per week.

In keeping with the apprenticeship objectives, the hours of work and the shift to which apprentices are assigned shall be at the discretion of the Company.

Nothing in this section is a guarantee of work or any number of hours of work or a limitation on scheduling

ARTICLE XII (Cont'd.)

the work, provided, however, that the planned hours of apprentices in any craft classification shall not exceed the number of hours per day and per week for which Journeypersons of that classification are scheduled, and further provided that apprentices shall not be offered or scheduled for overtime unless-

- (a) All Journeypersons of that craft who are scheduled or offered are offered the opportunity to work the overtime or
- (b) The work to be done offers an essential work experience not reasonably available to a particular apprentice or apprentices during regular work hours. However, the Joint Apprenticeship Committee may agree upon other procedures and criteria for determining what overtime apprentices shall work.
- (c) Where apprentices perform overtime work, only actual hours worked shall be credited toward required apprenticeship hours.

ARTICLE XIII – WAGES

The rates of pay for apprentices shall be as outlined in the applicable rate schedule. Increases shall be given as outlined in the schedule, provided the apprentice:

- 1. Has worked the required number of hours.
- 2. Has received passing grades in both Shop and classroom work.

All increases will effective the first day of the pay period following the apprentice's satisfactory completion of the above requirements.

The rate schedule for apprentices shall start with **the higher of Job Grade 8 or the rate held prior to entering the apprenticeship** and progress to not less than the minimum rate paid to skilled journeypersons in the classification or trade in which he/she has served 6000 hours of training and has successfully completed all requirements of his/her program. These increases shall be applied as outlined above at intervals of each addi-

tional satisfactory 1000 hours of work experience. Translated into terms of the present rates, the rate schedule is shown in Appendix IV.

ARTICLE XIV - DISCIPLINE

The Committee shall have the authority to discipline an apprentice and to cancel the apprenticeship agreement at any time for cause pertaining to the apprenticeship, such as inability to learn, unsatisfactory work or lack of interest in work or education. This shall not limit the right of the Company to discipline apprentices for cause for matters not related to their training as apprentices. Such discipline by the Company shall be subject to the grievance procedure.

A copy of any disciplinary warning or other disciplinary action entered in the personnel record of an apprentice will be provided to the Joint Apprenticeship Committee.

ARTICLE XV - VETERAN'S BENEFITS

The company will apply to the designated State agency for the approval of the Apprentice Standards needed to afford to apprentices the educational benefits provided by Public Law 96-342 or similar legislation. (The Company will also apply for registration of these Standards with the appropriate State agency. This provision shall not be construed to compel any changes in these Standards to either obtain or retain either such approval of registration.)

ARTICLE XVI - CERTIFICATION OF COMPLETION

Upon satisfactory completion of all work experience and related training requirements and with concurrence of the Joint Apprenticeship Committee, a certificate of completion issued by the Registration Agency and signed by the Company and the Union shall be presented to the graduating apprentice.

ARTICLE XVII - SENIORITY (CLEVELAND WORKS)

- A. Employees will enter the classification covered by these Apprenticeship Standards only as Apprentices or Journeypersons.

ARTICLE XVII (Cont'd.)

- B. In the event that a layoff in a classification covered by this Article becomes necessary, probationary employees in such classification will be laid off first.

If further layoffs are necessary, the Company shall first lay off Apprentices, then Journeypersons in the classification(s) affected, by departmental seniority.

- C. Restoration of either Apprentices or Journeypersons shall be in reverse order of the layoff of those respective groups, provided, however, that so long as any Journeyperson remain on layoff with recall rights, no restoration of an Apprentice shall be made.

- D. Article XVII, Section 37, New Job Classification or Vacancy in Classification, of Agreement and Working Rules between the Company and the Union shall not apply insofar as the classifications covered by this Article are concerned except as provided below, nor shall Section 37 apply insofar as an employee's entrance into the classification covered by these Standards from any other department is concerned. Notwithstanding the foregoing, an employee who is disqualified from apprentice training in which he/she is enrolled for reasons of bonafide lack of aptitude or ability shall be treated in accordance with the provisions of Article XXIX of the Local Supplement to the Agreement and Working Rules between the Company and the Union. This provision shall not apply in cases of disqualification resultant from failure of the employee to fully apply himself/herself to training requirements or from cases of employee misconduct or improper attitudes.

ARTICLE XVIII - APPRENTICESHIP AGREEMENT

Apprenticeship Agreements entered into under these Apprenticeship Standards shall contain a clause making the Standards part of the agreement with the same effect as if expressly written therein. For this reason each applicant (and their parent or guardian, if a minor) shall be given an opportunity to read the Standards before signing their apprenticeship agreement.

The following shall receive copies of the Apprenticeship Agreement:

- a) The Apprentice (and the parent or guardian, if a minor)
- b) The Committee
- c) The Company
- d) Registration Agencies
- e) The Local Union
- f) The Veterans Administration (two copies), if the apprentice is a veteran

ARTICLE XIX – MODIFICATION OF STANDARDS

These Standards of Apprenticeship may be amended or new schedules added at any time upon mutual agreement of the Joint Apprenticeship Committee with the approval of a designated representative of the Company's Pittsburgh office and a designated representative of the International Union, UAW, Skilled Trades Department.

ARTICLE XX **REGISTRATION AND DEREGISTRATION**

The registration of these Standards of Apprenticeship by the Registration Agency certifies that the Standards conform to the labor standards which the U.S. Department of Labor believes are necessary to safeguard the welfare of apprentices in our industry. The Labor Department's general labor standards for apprenticeship programs are set forth in Part 29 of Title 29 of the Code of Federal Regulations. (Title 29 CFR 29)

This program may be deregistered upon the voluntary action of the sponsor, by the sponsor's request for cancellation of the registration. The program may also be deregistered, for reasonable cause, by the Registration Agency when that Agency institutes formal deregistration proceedings in accordance with provisions of Title 29, CFR 29.

Upon deregistration or voluntary cancellation of the program, the sponsor shall inform each apprentice, within 15 days, of the deregistration or cancellation, and the

ARTICLE XX (Cont'd.)

effect of such action. This notification will conform to the requirements of Title 29 CFR 29 Paragraph 29.7.

ARTICLE XXI – COMPLAINT PROCEDURE

The Committee shall supply written notice of the Complaint Procedure, **attached as Appendix VII**, to all applicants for apprenticeship and all apprentices as per Title 29 CFR 30 Paragraph 30.11.

ARTICLE XXII – RATIO OF APPRENTICES

Ratio of Apprentices: To ensure adequate supervision and training, it shall be the policy of the Company to employ one apprentice to one journeyperson for the first apprentice and one apprentice to two and one half (2.5) journeypersons for each additional apprentice. Should the overall ratio of apprentices to journey persons fall below this level, the Apprentice Committee will meet to evaluate the immediate need to replace journeypersons. Factors to consider will include the size of the shortfall of journeypersons, other means and opportunities to properly provide for the safety, training and supervision of apprentices during the duration of the shortfall, and others that the Committee deems relevant. Should these factors be favorable, the parties agree that the ratio may be reestablished over an acceptable period of time. The ratio will not be used to determine overall skilled trades staffing.

Date : _____

For the Company:

For Local Union No. 1050:

Skilled Trades Department, Region:
UAW:

Date : _____

Registered as incorporating the basic fundamentals recommended by the Federal Committee on Apprenticeship.

Registered With:

OHIO STATE APPRENTICESHIP COUNCIL
(Appropriate State Approval Agency)

Appendix I

SKILLED TRADES APPRENTICESHIP SELECTION

During the 2001 negotiations, the parties discussed the procedure used to select candidates for the Apprentice Program. This letter confirms a modification to the apprentice selection procedure, which the Company plans to implement during the term of the present Agreement. Specifically, the modification affects the process by which Apprentice Program applicants, who take the Apprentice Training Selection System (ATSS) test battery, are selected for placement in Alcoa Cleveland Facility Apprenticeship Eligibility List.

The modification to the selection procedure is as follows:

- Applicants who achieve test results at or above the qualifying level will be considered "assessment-qualified". Applicants whose test results are below the qualifying level will not be considered "assessment-qualified".
- Assessment-qualified applicants will be ranked according to their Alcoa service date; longest service to shortest service. Where ties in Alcoa service date occur (i.e., two or more applicants with the same Alcoa service date), such ties will be broken by ranking the tied applicants by the last four digits of their Social Security Number. The employee with the lowest last four (4) digits of their social security Number will be given preference (i.e. 0000 is lowest; 9999 is highest).
- Candidates will be selected for addition to the facility's Apprenticeship Eligibility List based on their above-determined ranking. Should the assessment qualified candidate not be selected, he/she shall remain in the eligibility list and shall have priority for purposes of filling future apprenticeship openings. The number of candidates to be added to the facility's Apprenticeship Eligibility List will be based on that facility's forecasted apprenticeship requirements as determined by management. The Joint Apprenticeship Committee shall meet annually to discuss apprenticeship needs.

Applicants who, based on their test results, are not assessment-qualified will be provided feedback on their assessment results. The purpose of this feedback is to provide the applicants insight into skill areas in which improvement may be needed if they wish to pursue future apprenticeship opportunities. The feedback shall be given by two members of JAC, one of whom shall be from the Company and the other member shall be from the Union. The Union will continue to provide a pre-apprentice training opportunity to all interested applicants prior to a testing session.

Applicants who are not selected for placement on the facility's Apprenticeship Eligibility List (who are not assessment-qualified) will be required to re-take the test battery if they wish to pursue future apprenticeship opportunities. Applicants who fail the test battery twice shall be required to take appropriate verified remedial courses in order to be eligible to retake the test a third time. An applicant who has failed the test battery three (3) times shall be ineligible to retake the test for a period of three (3) years from the date of the last test.

Applicants who are assessment qualified will be given the opportunity to enter into the Apprenticeship Program before new tests are given.

It is anticipated that the modification to the apprentice selection procedure will be piloted for application to the next apprenticeship class. The Company and the Union will monitor the results of this pilot. Depending on the outcome of the pilot, the Company may adopt this modification, with possible adjustments, as a standard practice within the apprentice selection procedure. The Company and Union commit to having a diverse workforce among the apprenticeable skilled trades positions. Should this modification to the apprentice selection procedure fail to accomplish this commitment, after the selection of at least two (2) apprenticeship classes, the Union and the Company agree to revise the apprenticeship selection procedure to meet the objective of the mutual commitment.

Seniority employees whose starting rate or credit level under the apprenticeship program would place them at less than their present rate will remain at their present

APPENDIX I (cont'd.)

rate or the Journeyman's Trade rate, whichever is higher, until normal advancement within the apprenticeship program placed them at a higher rate.

The Company bears the responsibility to notify any employee on layoff status, sick leave, etc. of the apprenticeship selection posting to allow them the opportunity to participate.

The Union and the Company agrees that the current screening process for application relating to disciplinary disqualification shall remain in place. This process consists of the following guidelines under which applicants will be eliminated from consideration:

- Any employee who has been suspended in the last year from the date the posting was made.
- Any 7-day or greater suspension within the last two (2) years from the date the posting was made.
- Any thirty (30) day or greater suspension within the last three (3) years from the date the posting was made.

The Union and the Company also agrees that the interview screening portion of the screening process will no longer take place.

The Company agrees that in filling openings for the apprenticeable skilled trade position with new hires, the Company will insure that the new hire has four (4) years of experience in the applicable skill or trade.

The contents of the apprentice selection test battery shall be directed at the applicant's aptitude to successfully perform the duties and responsibilities of a skilled trade apprenticeable position. The Company agrees to discuss the content of the test battery with the appropriate person at the UAW Skilled Trades Division. If the test battery does not result in a diverse workforce among the assessment qualified applicants, Company and the Union agree to revise the selection procedure to meet the objective of the parties mutual commitment.

Appendix II
RELATED WORK SCHEDULE
ELECTRICIAN APPRENTICE

| JOB DESCRIPTION | CODE | HOURS |
|---------------------------------------|--------------|--------------|
| Electrical Maint. H-Plant (Forge) | 500 | 240 |
| Installation Work | 501 | 2490 |
| Electrical Maint. 3006 & 35K Presses | 502 | 300 |
| Electrical Maint. H-Plant (Finishing) | 503 | 200 |
| Electrical Maint. A-Plant | 504 | 240 |
| Instrument Repair | 505 | 400 |
| Robot Repair 8A | 506 | 400 |
| Electrical Maint. 202 | 507 | 160 |
| Inspect/Repair EDT Cranes | 510 | 400 |
| Motor and Hoist Repair | 511 | 200 |
| Furnace Inspection/Repair | 512 | 920 |
| Furnace Surveys | 513 | 120 |
| Electrical Maint. 3003/5 | 514 | 200 |
| Wheel Line | 515 | 200 |
| Electrical Maint. 8003 & 15K | 516 | 200 |
| Furnace Maint. A-Plant | 517 | 160 |
| Furnace Maint. H-Plant | 518 | 240 |
| | Total | 7070 |

Effective September 30, 1996

Appendix II
RELATED WORK SCHEDULE
MILLWRIGHT APPRENTICE

| JOB DESCRIPTION | CODE | HOURS |
|-------------------------------|--------------|--------------|
| 50M Hydraulic Complex | 101 | 480 |
| 35M Hydraulic Complex | 102 | 480 |
| 3006 Complex | 103 | 480 |
| A-Plant General/Construction | 104 | 580 |
| A-Plant Die Shop | 105 | 480 |
| 3001 - 3005 Hydraulic Complex | 106 | 480 |
| 8001 - 3004 Hydraulic Complex | 107 | 480 |
| 8002 - 8003 Hydraulic Complex | 108 | 480 |
| 15000 Hydraulic Complex | 109 | 480 |
| Mech/Hammers | 110 | 960 |
| Production Machine/WL | 111 | 480 |
| Trucks/Manipulators | 112 | 480 |
| Robots | 113 | 480 |
| H-Plant General/Construction | 114 | 580 |
| | Total | 7400 |

Effective September 30, 1996

Appendix II
RELATED WORK SCHEDULE
TOOLMAKER APPRENTICE

| JOB DESCRIPTION | CODE | HOURS |
|--|--------------|--------------|
| Drill Press, Bolt Threader & Saws | 201 | 200 |
| Shaper and Key Slotter | 202 | 750 |
| Engine Lathe | 203 | 850 |
| Planer, Surface Grinder & Rod Grinder | 204 | 850 |
| Lathe Threading and Form Cutting | 205 | 1000 |
| Boring Mill, Bullard | 206 | 550 |
| Bench Work | 207 | 700 |
| Milling Machine | 208 | 1150 |
| Radial Drill | 209 | 300 |
| Horizontal Boring Mill | 210 | 850 |
| Acetylene Welding | 211 | 100 |
| Arc Welding | 212 | 100 |
| | Total | 7400 |

Effective September 30, 1996

Appendix III
RELATED TRAINING SCHEDULE
ELECTRICIAN APPRENTICE

| AREA | COURSE | HOURS |
|---------------------------|-------------------------------------|--------------|
| Mathematics | Shop Arithmetic | 18 |
| | Algebra | 18 |
| | Geometry | 18 |
| | Trigonometry | 18 |
| | Calculator | 18 |
| Principles of Electricity | D.C. Fundamentals | 36 |
| | D.C. Controllers | 36 |
| | A.C. Fundamentals | 36 |
| | A.C. Motors & Stator Windings | 36 |
| | A.C. Controllers | 36 |
| | Test equipment & Troubleshooting | 36 |
| | | |
| Industrial Electricity | Instruments & Illumination | 18 |
| | Robotics | 18 |
| | Transformers & Alternators | 18 |
| | National Electric Code | 36 |
| | Electronics I | 36 |
| | Electronics II | 36 |
| | Electronics III | 36 |
| | Electronics IIII | 36 |
| | Introduction to PLC's | 18 |
| | | |
| | | |
| Pyrometric | Thermometry & Furnace Controls | 18 |
| | Thermo Electric Pyrometry | 18 |
| | Recording Pyrometry I | 18 |
| | Recording Pyrometry II | 18 |
| | | |
| | | |

| AREA | COURSE | HOURS |
|----------------------------------|---------------------------|--------------|
| | Air Controllers | 18 |
| | Valves & Metering | 18 |
| Physics | Physics | 36 |
| General | Hydraulic Fundamentals | 18 |
| Safety & Job Related Training | In-plant training | 246 |
| | Total | 930 |

Effective September 30, 1996

Appendix III
RELATED TRAINING SCHEDULE
MILLWRIGHT APPRENTICE

| AREA | COURSE | HOURS |
|-------------------|--------------------------------------|--------------|
| Mathematics | Shop Arithmetic | 18 |
| | Algebra | 18 |
| | Geometry | 18 |
| | Trigonometry | 18 |
| | Calculator | 18 |
| | Gearing | 18 |
| Blueprint Reading | Blue Print Fundamentals | 18 |
| | Elementary Projection & Dimension | 18 |
| | Intermediate Projection & Dimension | 18 |
| | Blueprint Reading | 18 |
| | Structural Drawing | 18 |
| | Structural Blueprint Reading | 18 |
| | Hydraulic Fundamentals | 24 |
| | Fixed Delivery Pumps | 18 |
| Hydraulic | Variable Delivery Pumps | 18 |
| | Combination Pumps | 18 |
| | Hydraulic Pressure Control Valves | 18 |
| | Hydraulic Volume Control Valves | 18 |
| | Hydraulic Directional Control Valves | 18 |
| | Hydraulic Control Assemblies | 18 |

| AREA | COURSE | HOURS |
|-------------------|--|--------------|
| Shop Theory | Shop Theory I | 18 |
| | Metal Working Theory & Practice I | 18 |
| | Metal Working } Theory & Practice II | 18 |
| | Robotics | 18 |
| | | |
| Physics | Physics | 36 |
| General Education | Acetylene Welding I | 18 |
| | Arc Welding | 18 |
| | Pneumatics | 18 |
| | Pneumatic Trouble Shooting | 18 |
| | Plumbing & Pipe Fitting Fundamentals | 18 |
| | Acetylene Welding II | 18 |
| | Arc Welding II | 18 |
| | Total | 600 |
| | | |

Effective September 30,1996

Appendix III
RELATED TRAINING SCHEDULE
TOOLMAKER APPRENTICE

| AREA | COURSE | HOURS |
|-------------------|-------------------------------------|--------------|
| Mathematics | Shop Arithmetic | 18 |
| | Algebra | 18 |
| | Geometry | 18 |
| | Trigonometry I | 18 |
| | Trigonometry II | 18 |
| | Compound Angles I | 18 |
| | Compound Angles II | 18 |
| | Gearing I | 18 |
| Blueprint Reading | Blue Print Fundamentals | 18 |
| | Elementary Projection & Dimension | 18 |
| | Intermediate Projection & Dimension | 18 |
| | Blueprint Reading | 18 |
| | Advanced Projection | 18 |
| | M.S. Blueprint Reading II | 18 |
| | Elementary Pictorial Drawing | 18 |
| | Detail & Assembly Drawing | 18 |
| | M.S. Blueprint Reading II | 18 |
| | Conventional Practices | 18 |
| Shop Theory | Shop Theory I | 18 |
| | Shop Theory II | 18 |
| | Shop Theory III | 18 |
| | Shop Theory IV | 18 |

| | | |
|-------------------|-----------------------------|-----|
| | Non-Ferrous Metallurgy | 18 |
| | Tool/Fixture Design | 18 |
| Physics | Physics | 36 |
| General Education | Hydraulic Fundamentals | 24 |
| | Heat Treatment I | 18 |
| | Heat Treatment II | 18 |
| | Acetylene Welding I | 18 |
| | Acetylene Welding II | 18 |
| | Characteristics of Metals I | 18 |
| | Arc Welding | 18 |
| | Total | 600 |

Effective September 30, 1996

Appendix IV
WAGE MANUAL SUPPLEMENT
Alcoa - UAW
Cleveland, Ohio Works

The factual material herein will be kept up to date by the Company. The Union will be provided replacement sheets or data relative to revisions as changes occur.

Progression and Trainee Rates

The Apprentice Rate Progression Schedule expressed in Job Grades is as follows:

| Training Period | | | | | | | | Job Rate |
|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------|
| 0 to 1000 hours | 1000 to 2000 hours | 2000 to 3000 hours | 3000 to 4000 hours | 4000 to 5000 hours | 5000 to 6000 hours | 6000 to 7000 hours | 7000 to 8000 hours | |
| 8 | 9 | 10 | 11 | 15 | 19 | 23 | 23 | 23 |
| 8 | 9 | 10 | 11 | 15 | 19 | 24 | 24 | 24 |
| 8 | 9 | 10 | 11 | 15 | 20 | 25 | 25 | 25 |
| 8 | 9 | 10 | 11 | 15 | 20 | 26 | 26 | 26 |
| 8 | 9 | 10 | 11 | 15 | 21 | 27 | 27 | 27 |
| 8 | 10 | 11 | 12 | 16 | 21 | 28 | 28 | 28 |
| 8 | 10 | 11 | 12 | 16 | 22 | 29 | 29 | 29 |

Training rates are paid for several classifications and are so identified in Volume IV, Job Classification and Rate List. Any change, addition or deletion of training rates will be discussed with the Union Wage Committee.

Supplementary Material

Attached to, and a part of, this Supplement **are contained in Wage Manual**

Table 1 - Craft Job Classifications

Table 2 - Conventional Job Classifications

Appendix - Letters of Understanding

Appendix V

APPRENTICE SAFETY/HEALTH ORIENTATION

The following is a schedule for the Safety/Health Orientation (40 Hours):

Day 1

- Maintenance Safety Awareness
- CPR Training

Day 2

- Fab/Machine Shop Safety
- Truck Shop Safety
- Rigging/Slings/Cables/Chains

Day 3

- Construction Safety
- Hazardous Materials Training
- Self-Contained Breathing Apparatus Training (SCBA)

Day 4

- Maintenance Safety Awareness
- Fire Orientation

Day 5

- Electrical Safety

Appendix VI
APPRENTICE COMMITMENT

In consideration of the major investment of time and money associated with the Apprentice Program, I hereby confirm my commitment to finish the program and be available for employment for an extended period of time.

I understand that in addition to confirming this commitment the agreement also serves as my authorization for the following:

In recognition of the investment Alcoa will make in each apprentice, each successful bidder shall sign a promissory note prior to entering the apprenticeship for a total of \$16,000. This note will become payable only if the individual leaves prior to the completion of four years of service following completion of the program. The repayment schedule is as follows:

- | | |
|---|----------|
| 1) within 1 year of completion of the program | \$16,000 |
| 2) 1-2 years | \$12,000 |
| 3) 2-3 years | \$ 8,000 |
| 4) 3-4 years | \$ 4,000 |

No reimbursement would be required after 4 or more years.

Apprentice:

Name _____

Signature _____ Date _____

Witness:

Name _____

Signature _____ Date _____

APPENDIX VII
COMPLAINT PROCEDURE
Title 29 Code of Federal Regulations
(CFR) Part 30, as Amended

Filing

1. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the department, or, at the apprentice's or applicant's election, with a private review body established pursuant to subparagraph 3 of this paragraph. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, telephone number of the person allegedly discriminated against, the program sponsor involved and a brief description of the circumstances of the failure to apply the equal opportunity standards provided for in this part.
2. The complaint must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards; and, in the case of complaints filed directly with review bodies designated by program sponsors to review such complaints, any referral of such complaint by the complaint to the department must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the department for good cause shown.
3. Sponsors are encouraged to establish fair, speedy, and effective procedures for a review body to consider complaints of failure to follow the equal opportunity standards. A private review body established by the program sponsor for this purpose should number three or more responsible persons from the community among those serving in this

APPENDIX VII (cont'd.)

capacity without compensation. Members of the review body should not be directly associated with the administration of an apprenticeship program. Sponsors may join together in establishing a review body to serve the needs of programs within the community.

Processing of Complaints

(1.) (i)

When the sponsor has designated a review body for reviewing complaints, the department, unless the complainant has indicated otherwise or unless the department has determined that the review body will not effectively enforce the equal opportunity standards, shall upon receiving a complaint refer it to the review body.

(ii)

The department shall, within 30 days following the referral of a complaint to the review body, obtain reports from the complainant and the review body as to the disposition of the complaint. If the complaint has been satisfactorily adjusted and there is no other indication of failure to apply equal opportunity standards, the case shall be closed and the parties appropriately informed.

(iii)

When a complaint has not been resolved by the review body within 90 days or where, despite satisfactory resolution of the particular complaint by the review body, there is evidence that equal opportunity practices of the apprenticeship program are not in accordance with this part, the department may conduct such compliance review as found necessary and will take all necessary steps to resolve the complaint.

(2)

Where no review body exists, the department may conduct such compliance review as found necessary in order to determine the facts of the complaint, and

obtain such other information relating to compliance with these regulations as the circumstances warrant.

(3)

Sponsors shall provide written notice of the above complaint procedure to all applicants for apprenticeship and all apprentices.

Adjustments in Schedule for Compliance Review or Complaint Processing

If, in the judgment of the council, a particular situation warrants and requires special processing and either expedited or extended determination, it shall take the steps necessary to permit such determination if it finds that no person or party affected by such determination will be prejudiced by such special processing.

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Ms. Elizabeth Bunn
Vice President, IPS Group
International Union, UAW
Alcoa Department
8000 E. Jefferson Avenue
Detroit, MI 48214

Dear Ms. Bunn:

This letter will confirm the understandings reached during our 2001 negotiations regarding the craft apprenticeships. The Company and Union are committed to developing and maintaining successful craft apprenticeship programs. However, both parties agree that neither party's interests are served by investing in training that will be lost to other employers. Therefore, in recognition of the investment the Company will make in its apprentices, each apprentice will be required to sign a promissory note prior to entering the apprenticeship program for a total of \$16,000.00. This note will become payable to the Company only if the individual ceases employment, either voluntarily or involuntarily, prior to the completion of four (4) years of service following completion of the apprenticeship program. The repayment schedule is as follows:

- | | |
|--|-------------|
| 1. 0-1 year completion of the program | \$16,000.00 |
| 2. 1-2 years completion of the program | \$12,000.00 |
| 3. 2-3 years completion of the program | \$ 8,000.00 |
| 4. 3-4 years completion of the program | \$ 4,000.00 |

The parties agree that this training reimbursement proposal will affect only those craft apprentices who have entered or will enter an apprenticeship program between October 1, 2001 and September 29, 2006. The parties recognize that some journeypersons may be unable to complete their four (4) year service obligation due to reasons of personal hardship. The Company agrees to review, on a case-by-case basis, the reimbursement schedule of such individuals. In the event a journeyperson is laid off during the four-year period, he/she will be absolved from his/her repayment obligation.

In addition to the above understandings, the parties agree to maintain the one-time tool allowance for apprentices at \$800.00.

In the course of discussing each party's needs with respect to the recruiting, training, and retaining of craftsmen, the Company and the Union agreed on the desirability of monitoring and improving the performance of the Works Engineering Department including productivity and morale concerns. The Company and the Union also agree that more extensive training should be developed and delivered to craftsmen. The Company commits to developing a plan to deliver such training to all interested incumbent mechanics and electricians. This plan should include a realistic schedule for assessment of needs and existing skills, as well as a beginning and end date. Therefore, the parties agree to establish a Works Engineering Training Committee to be composed of an equal number of persons from both the Company and the Union. The Skilled Trades Chairman and the Maintenance Manager shall agree upon the number of persons to serve on the committee.

Lastly, both parties agree that nothing in this Agreement may be interpreted as restricting the Company from exercising its right to hire qualified journeyman candidates off the street or requiring the Company to populate the skilled apprentice classifications with apprentices.

Very truly yours,

Kathryn F. Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Richard Isaacson

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the parties agreed to reconfirm the following understanding concerning the establishment of a training program for the Environmental Servicer Operator classification in the Works Engineering Building and Yards Department.

1. The Environmental Servicer Operator trainee classification shall be related to the evaluated job of the Environmental Servicer Operator (Job Grade 14) classification in accordance with the following job grade progression schedule:
 - a. Environmental Servicer Operator candidates must meet requirements specified under the Notice of Vacancy posting. (See attachment 1)

Environmental Servicer Operator trainee, Entry Level, Job
Grade 10

- b. Upon completion of required classroom training and a minimum of 2080 hours of practical experience, entry level trainees will be eligible to promote to Level I certified status. Classroom training shall include, but not limited to, the following courses: Hazard Communication, OSHA 1910.120 Hazmat Tech, Asbestos O&M, RCRA Awareness, PCB Awareness, DOT Awareness. (Note - With the exception of PCB Awareness, all of the above courses currently require annual updates.) In addition, trainees must demonstrate satisfactory work performance as well as satisfactory completion of all related courses and appropriate testing.

Environmental Servicer Operator trainee, Level I certified,
Job Grade 12

- c. Upon completion of required classroom training and a minimum of 2080 hours of practical experience, entry level trainees will be eligible to promote to Level II certified status.

Classroom training shall include, but not be limited to, the following courses: Annual updates of all required courses, Asbestos Class 1 and 2, OSHA 1910.120 Incid Com, RCRA Proficiency, DOT Proficiency. In addition, trainees must demonstrate satisfactory work performance as well as satisfactory completion of all related courses and appropriate testing.

Environmental Servicer Operator, Level II certified, Job
Grade 14

2. Failure to maintain satisfactory progress while working at the entry level and at Level I certified shall result in removal from the program. Employee will then return to his or her previously held classification in accordance with his/her seniority. The time periods specified above may be extended by time lost from work by an employee while participating in the program.
3. The parties agree to put in place a bidding process that includes assessment of basic skills and abilities (reading, math, and logic), as well as a screen of the applicant's work record and seniority.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis

ATTACHMENT 1

ALCOA - FORGING DIVISION - CLEVELAND WORKS

NOTICE OF VACANCY

JOB:ENVIRONMENTAL SERVICER

NO. OF VACANCIES:

RATE:

DEPARTMENT:

APPLY TO:

POSTED FROM:

SUPERVISOR/S:

Because the Environmental Servicer occupation requires the handling and disposal of hazardous materials, it is especially important that safety standards be followed and promoted by the successful bidder.

Bidding process will include assessment of basic skills and abilities (reading, math, and logic), and a screen of the applicant's work record.

Other requirements for environmental servicer include the following:

1. Wearing a respirator is mandatory.
2. Presence of facial hair could be cause for disqualification since a tight seal between the servicer's face and the respirator is required.
3. Servicer must pass a pulmonary function test and agree to undergo annual blood tests to establish a baseline and monitor subsequent exposure levels.

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the parties agreed to reconfirm the following:

1. The Company will not layoff any current member of the Facilities Generalist Classification or other members of the bargaining unit while contract workers are performing landscaping and related work in the Facilities Generalist classification.
2. The Company intends to maintain a Facilities Generalist population of sufficient number to perform the level of work that is currently being performed by members of that classification while contractors are performing the work described above. Otherwise, the staffing of the classification will be determined by the need of the organization.
3. The Company agrees to use the negotiated contracting out model to evaluate the decision to contract out landscaping work.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

Dear Mr. Balis:

During the 2001 contract negotiations the parties agreed this memorandum is to resolve several concerns raised by the Union concerning the Company's decision to contract-out certain janitorial services and to reaffirm the commitment made by the parties during the 2001 Labor Agreement negotiations on the subject of contracting-out. To that end the parties agree to the following:

- The Company will not layoff any currently classified Janitor while there are contract janitorial services being performed in that classification.
- The Company will not layoff any bargaining unit employee while there are contract janitorial services being performed in the janitor classification.
- Janitorial contractors will be required to furnish their own equipment and supplies.
- Classified janitors will not be required to work with janitorial contract personnel.
- This confirms the Company's commitment not to eliminate the janitor classification, however the staffing of that classification will be determined by the janitorial needs of the organization.
- Dependent on the operating requirements of the plant and the janitorial needs the classified janitors will be scheduled, at a minimum, on the same schedule as the contract forces, any deviations will be discussed with the Union at the departmental level.
- The parties agree to apply the negotiated contracting-out decision making model to the decision to contract out janitorial work.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis

Effective: January 01, 1978

W.E. OVERTIME CHARGING PROCEDURES

1. An employee on Leave of Absence will be charged if he or she is scheduled on his or her own shift.
2. An employee who is off sick will be charged if he or she is scheduled on his or her own shift.
3. An employee who is on Union business will be charged if he or she is scheduled on his or her own shift.
4. An employee who returns from lay-off will be charged the average of the classification.
5. An employee who does not wish to participate in overtime will be charged as if he or she were participating.
6. An employee who is scheduled but does not report for work will be charged double.
7. An employee who refuses Saturday (or Sunday) when he or she lost a day during a regular work week will be charged what he or she would have been paid for the overtime day. (8.0 Saturday, 12.0 Sunday)
8. An employee who works Saturday (or Sunday) when he or she lost a day during a regular work week will be charged hours paid for the overtime day.
9. An employee who has physical limitations will be charged if he or she works, but will not be charged if suitable work is not available.
10. A copy of accumulated daily and weekly overtime per person will be posted weekly – no later than Wednesday.
 - a. Vacation will be marked with a "V"
 - b. Sick Leave will be marked with a "S"
 - c. Leave of Absence will be marked with a "L"
 - d. Union Business will be marked with a "UB"
 - e. Refusals will be marked with a "R"
11. An employee on regular or extended vacation will be charged if he or she is scheduled on his or her own shift.
12. An employee who changes job classification will be charged the average of his or her new classification.

13. The posting results for weekend overtime will be up before 1:30 p.m. Wednesday afternoon.
14. If an employee is called at home for overtime, he or she will not be charged if he or she refuses.
15. If an employee is called at home for overtime and cannot be reached, he or she will be passed over and not charged.
16. Work on a holiday will be scheduled by company seniority unless otherwise agreed upon by both Company and Union.
17. New employees shall not share in the overtime until thirty (30) days have expired – unless there is a full posting – and then shall be given an overtime standing of one (1) hour higher than the highest person.
18. Employees returning from supervision shall be given an overtime standing of one (1) hour higher than the highest employee in that classification. Employees upgraded to temporary foreman will be charged all overtime hours worked as a temporary foreman. ("Temporary" foreman is defined as long as he or she is paying union dues.)
19. An employee who refuses overtime on a regular eight (8) hour work day will be charged the time offered provided he or she is requested prior two (2) hours before the end of his or her shift. Requests made less than two (2) hours before the end of the shift will not be charged.
20. Employees will fill out and sign an overtime card stating that shifts he or she will work overtime. These cards may be replaced by another signed card at any time. The new card will not be honored for the week's overtime unless it is received before the end of the employee's shift on Monday. The information on the cards will be used in scheduling overtime. If an employee comes up for work on a shift he or she does not desire, other than his or her own, he or she will be passed over and not charged.
21. Overtime on Snow Crew will be marked "C" and will not be tabulated in computing overtime for the classification.

22. An employee may refuse to work two (2) consecutive shifts or alternate shifts (eight (8) hours off between shifts) for safety and health reasons and not be charged.
23. The time limits on refusal of overtime:
Original posting:
- a. First Shift before the end of their shift on Thursday.
 - b. Second Shift before the end of their shift on Thursday.
 - c. Third Shift before the end of their shift on Thursday.
- Subsequent Postings:
- a. Immediately, but with reasonable time to make phone calls if requested.
24. All employees will be returned to Zero (0) as of January 5, 1978. First overtime will be by seniority.
25. Temporary Foreman will not be scheduled for overtime in their classification during the payroll week they are foreman.
26. Employees not scheduled for Saturday will not be scheduled for Sunday.
- a. Anyone who refuses Saturday will be marked as a refusal if scheduled for Sunday, with the exception of those for religious reasons, or unless written notification is given for a desire to work on Sunday at the time of refusal for Saturday.
27. All General Electrician shift employees scheduled on their shift or working on their first off day will be charged eight (8) hours for this overtime.
- a. If he or she works Tuesday through Sunday, he or she will be charged eight (8) hours.
 - b. If he or she works Monday through Saturday, he or she will be charged twelve (12) hours.
 - c. If he or she works Monday through Sunday, he or she will be charged twenty eight (28) hours.
28. If an employee is requested to work a shift other than his or her own, the employee will be charged if he or she works and not charged if employee refuses.

29. The swing shift employees must notify supervision of their refusal to work twenty-four (24) hours prior to their first off day. Failure to do so will result in being charged for the shift.

SWING SHIFT REPLACEMENT AMENDMENT

Anytime an employee on Swing Shift goes on vacation and an employee is brought in to take his or her place, the Swing employee has the right to return to the crew from which he or she left. The fill-in employee must return to days, unless he or she decides to stay on in which case he or she would have to bump the low Swing Shift employee.

If an employee bumps while a replacement is filling in for vacation, he or she would bump the low permanent employee, not the replacement.

September 1, 1978

Overtime Scheduling (Electrical Department)

When General Electricians and General Electrical Apprentices are scheduled full on Saturday and Sunday, the Swing Shift Employees will be scheduled for first shift. When there is a partial schedule for Saturday and Sunday, the schedule will be by low overtime hours.

On a full posting, refusals for off shift will be replaced (if needed) by high overtime employees on day shift.

For scheduling purposes, the swing employees shift will be the shift preceding his/her off days.

FOR THE COMPANY:

FOR THE UNION:

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

LOCAL MARKET CRAFT ADJUSTMENT

September 30, 2001

Ms. Elizabeth Bunn
Vice President & Director
International Union, UAW
Alcoa Department
8000 E. Jefferson Avenue
Detroit, MI 48214

Dear Ms. Bunn:

During the course of our 2001 contract negotiations, the parties discussed the lack of skilled trades journeymen candidates in the NE Ohio Metropolitan Labor Market. The parties agreed to offer a local market craft adjustment (35¢ base-rate increase each year of agreement) to all incumbent Millwrights, Electricians, Electrical Technicians, and Mechanical Technicians, who are employed at Cleveland Works as of September 30, 2001.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Richard Isaacson

Wheel Plant Overtime Agreement

Principles and General Rules

Wheel Plant Facility will distribute overtime as equally as possible. Overtime will, when operating requirement so permit, be offered to those employees credited with the least amount of overtime hours.

A. Scheduling

1. Foreseeable weekend overtime schedules will be posted on the preceding Wednesday.
2. Preference to work on the seventh consecutive day will be given to those employees scheduled to work the sixth consecutive day.
3. In situations where more people are needed to work in a given Wheel Plant classification than are available, the Company will give those classified employees the opportunity to work in excess of eight (8) hours of overtime before offering such overtime to non-classified employees. Employees interested in working more than eight (8) hours of overtime shall check with the supervisor at the start of his/her next shift to determine if last minute opportunities for additional overtime exist. The Company will schedule classified low overtime employees first. If more people are still needed, the Company will offer overtime to qualified persons in the line of progression first and then, finally to qualified employees in the plant.
4. In the event of a vacancy caused by the failure of an employee to report for work on an overtime day, or failure to provide notice prior to leaving work on the Friday prior to the weekend, the supervisor will attempt to fill the vacancy by going first to the classified employees in the Wheel Plant, then by going through the Wheel Plant line of progression, then by attempting to contact classified employees in the applicable classification at home and finally from the work force present in the plant.
5. Work assignments that are scheduled for a holiday will be issued according to seniority within a classification.

A senior employee may refuse a work assignment on a holiday and still be eligible for holiday pay if the designated quota for his/her particular classification is subsequently filled by employees of lesser seniority. However, if every employee in the classification is offered the work, and the quota is still not filled, the junior employee will be scheduled.

6. If there is overtime to be scheduled on a weekend following a Thursday and/or Friday holiday, preference to work the overtime will be given to those employees who work on the holiday unless otherwise agreed to by the Company and the Union.

7. An employee who has excused absences during a week shall be scheduled for weekend overtime work if the employee notifies his/her supervisor of his/her desire to work before the end of their shift on Thursday prior to the weekend.

8. Wheel Plant trainees will only be scheduled when the department is scheduled full.

a. Service Operator training period targeted at seven (7) weeks.

b. Finish Operator training period targeted at three (3) weeks per furnace.

9. No distinction for scheduling purposes will be made among employees whose accumulated overtime hours are within six (6) hours at the scheduling.

a. An employee who works in a department under a physical limitation can be scheduled to work overtime if the Company has suitable work he/she can perform.

B. Charging

1. All overtime offered within an employee's classification will be charged provided it is offered at least two (2) hours prior to the end of their shift. Daily overtime performed for less than two (2) hours will be considered incidental and will not be charged

provided it is worked at the end of the employee's regular shift.

2. Overtime that is worked out of an employee's classification but which is performed within that employee's departmental line of progression will be charged.
3. An employee who is absent or not available for scheduling within his/her Classification and shift will be charged.

An employee working in a department with medical restriction will be scheduled to work overtime if the department is fully scheduled and if the Company has suitable work that the employee can perform. If the department is partially scheduled and the employee is next in line for overtime, he/she will be charged provided the company has suitable that the employee can perform.

4. Overtime required for inventory preparation will be requested by seniority within the department and will not be charged to the employee.
5. An employee will be charged double overtime hours if scheduled on a partial crew (not a fully scheduled department) and the employee does not inform supervision of his/her intent not to work within reasonable notice. Only a major problem will constitute an excuse.
6. Once an employee commits to overtime, he/she will be charged double overtime hours for no shows. Employee calling in will warrant consideration at the discretion of the supervisor.

C. Partial Schedule and Voluntary Weekends

1. Preference to work their regular shift will be given according to Company seniority to the employee eligible for overtime assignment provided that their regular shift is scheduled for overtime.
 - a. This shift preference will not extend to any shift other than the employee's regular shift.

- b. This preference will not apply to assignments made to fill a vacancy created by a refusal unless the refusal occurs before the beginning of the second shift on Thursday.
- c. If additional unclassified employees are needed in a classification, shift preference will be given to the classified employees before any unclassified employees.
- d. In the event that less than the full complement of a classification is scheduled, preference to work other than an employee's regular shift, if openings are available on a more desirable shift, will be issued according to seniority.

D. Weekend Scheduling

1. Finish Operators

- a. Weekends may be scheduled off by Company seniority and by shift.
- b. One (1) eligible Finish Operator/operating furnace per shift may schedule weekend off.
- c. One (1) eligible Service Operator per shift may schedule weekend off.
- d. Deadline for signing off will be at the end of the employees shift on Thursday.
- e. Any scheduling problems will be addressed as they occur.

E. Calculating Overtime

- A. For the purpose of calculating overtime hours to be charged, the following method will be used:
 - 1. Daily overtime and sixth consecutive day: 1.5 hours for each hour.
 - 2. Seventh consecutive day: 2.0 hours for each hour.
 - 3. No overtime hours will be charged for work performed on a holiday, except of course any hour worked over eight (8) hours for which an

employee will be charged 2.5 hours for each additional hour worked.

4. An employee may refuse to work two (2) consecutive shifts or alternate shifts (eight (8) hours off between shifts) and not be charged.
5. Whenever an employee enters the Wheel Plant classifications **and upon completion of the training period**, or changes shift within their classification, he or she will be credited with the average overtime hours within that classification and shift.
6. Whenever any employee returns from layoff he/she will be credited the average overtime hours within that classification.
7. Overtime balance of each employee will return to zero (0) on January 1 of each year. At this time, overtime will start by seniority within the classification.
8. Wheel Plant Trainees **and Probationary employees** entering the Wheel Plant classifications, will be credited with the average overtime hours in that classification and shift. See Section A, Part 8.
9. T.A.S. (Temporary Assigned Supervisors) has been working for more than two (2) consecutive weeks will be charged after returning to his/her classification with one (1) overtime hour greater than the highest overtime hours on his/her given shift.
10. If a classification is scheduled for voluntary overtime, employees will be charged whether they work or refuse.

F. General

1. Overtime record for the department will be maintained in **an area accessible by employees**. It will be available for review by the employees on a rea-

sonable basis. A copy of the current overtime record will be given weekly to the department steward upon request

2. It will be the responsibility of each employee to submit his/her current telephone number to the employment office and supervisor.
3. The Company may use a Collective Bargaining Unit member, in a non-traditional role to assist in overtime scheduling. Terms and conditions must be agreed upon by both parties (Company and the Union).

FOR THE COMPANY:

FOR THE UNION:

ALCOA, INC.

1600 Harvard Avenue, Cleveland, Ohio 44105

September 30, 2001

Mr. Dennis Balis, President
UAW, Local 1050
2507 Harvard Avenue (Rear)
Cleveland, OH 44105

During the following:

1. Effective October 31, 2000, the new classification of Wheel Plant Shipping Truck Driver will be installed as the entry level position in the Wheel Plant Line of Progression. Attached as Exhibit A is a copy of the Wheel Plant Shipping Truck Driver job description and classification. Attached as Exhibit B is a copy of the revised Wheel Plant Line of Progression.
2. Employees currently classified as Service Operators and Wheel Line Machinists (See Attachment C) will be given first rights to the Wheel Plant Shipping Truck Driver vacancies. Currently classified Service Operators and Wheel Line Machinists who bid on the position will be awarded it based on their departmental seniority. Remaining vacancies will be filled in accordance with Article XVII of the Basic Labor Agreement. Attached as Exhibit C is a list of the currently classified Service Operators and Wheel Line Machinists as of the date of this Memorandum of Agreement.
3. Currently classified Service Operators and Wheel Line Machinists (See Attachment C) will continue to have first rights to future posted Wheel Plant Shipping Truck Driver vacancies, provided they have not bid out of the Service Operator and/or Wheel Line Machinist classifications since the date of this Memorandum of Agreement. Employees who bid into the Service Operator classification after the signing of this Memorandum of Agreement will not be afforded the first rights to future posted Wheel Plant Shipping Truck Driver vacancies.
4. Currently classified Service Operators and Wheel Line Machinists (See Attachment C) who bid on and are awarded Wheel Plant Shipping Truck Driver positions will be paid a job grade thirteen (13) rather than a job grade ten (10), so long as they remain in the

classification. They will not be entitled to any job grade increase(s) that the Service Operator classification might receive at a later date. Employees who bid into the Service Operator classification after the signing of this Memorandum of Agreement will not be entitled to this rate protection (i.e., job grade 13) if they later bid on and are awarded the Wheel Plant Shipping Truck Driver position.

5. Currently classified Service Operators and Wheel Line Machinists (See Attachment C) who either bid out of the Service Operator and/or Wheel Line Machinist classifications or who successfully bid on the Wheel Plant Shipping Truck Driver position and later leave the classification may reapply for Wheel Plant Shipping Truck Driver vacancies, but they will no longer be paid the protected rate of job grade 13. Instead, they will be paid a job grade 10.
6. Currently classified Service Operators and Wheel Line Machinists (See Attachment C) who successfully bid on the Wheel Plant Shipping Truck Driver positions will not be allowed to return to the Service Operator and/or Wheel Line Machinist classifications, unless a Service Operator and/or Wheel Line Machinist vacancy is posted and they are successful bidders. This provision does not preclude such employees from working as a Service Operator on temporary assignment and/or overtime.
7. The Wheel Plant Shipping Truck Driver classification and the Service Operator classification will be considered separate classifications.
8. Wheel Plant Shipping Truck Driver overtime will be separate from Service Operator overtime. Overtime opportunities in the Wheel Plant Shipping Truck Driver classification will be offered/filled as follows: (a) First to the Wheel Plant Shipping Truck Drivers (b) Second to the Service Operators and Wheel Line Machinists (c) Third to the Finish Operators (d) Fourth plant wide. Overtime opportunities in the Service Operator classification will be offered/filled as follows: (a) First to the Service Operators (b) Second to the Finish Operators and Wheel Line Machinists (c) Third to the Wheel Plant Shipping Truck Drivers (d) Fourth plant wide.
9. Wheel Plant Shipping Truck Driver vacation selections will be separate from Service Operator vacation selections.
10. The S Plant - Dock Guidelines dated 2/20/00 will be rescinded with the signing of this Memorandum of Agreement.

11. Currently classified Service Operators and Wheel Line Machinists (See Attachment C) will each be paid a one-time lump sum payment of \$750. Employees who bid into the Service Operator classification after the signing of this Memorandum of Agreement will not be entitled to such payment.

This Memorandum of Agreement constitutes the entire understanding and agreement between the parties. No grievance or grievances will be filed on behalf of an employee or group of employees so long as the terms and conditions of this Memorandum of Agreement are followed.

Very truly yours,

Kathryn Shen
Manager, Human Resources/Industrial Relations

Confirmed: _____
Dennis Balis